**Name:** _____**Radio and Television Broadcasting Technology**

+-------------------------------------------------------------------------------+
| **Directions:**                                                               |
| Evaluate the student by checking the appropriate number to indicate the degree of competency. |
|                                                                               |
| **Rating Scale (0-6):**                                                       |
| **0**   **No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area |
| **1**   **Unsuccessful Attempt** – unable to meet knowledge or performance criteria and/or required significant assistance |
| **2**   **Partial Demonstration** – met some of the knowledge or performance criteria with or without minor assistance |
| **3**   **Knowledge Demonstrated** – met knowledge criteria without assistance at least once |
| **4**   **Performance Demonstrated** – met performance criteria without assistance at least once |
| **5**   **Repetitive Demonstration** – met performance and/or knowledge criteria without assistance on multiple occasions |
| **6**   **Mastered** – successfully applied knowledge or skills in this area to solve related problems independently |
+-------------------------------------------------------------------------------+

**NOTES:**
* = Core competencies (essential for the first day on the job).
The numbers in brackets [e.g., A01] represent the IDs used in computerized tracking software.

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 1. Safety | Notes: |
|---|---|---|---|---|---|---|---|---|
|   |   |   |   |   |   |   | *1. Demonstrate proper techniques for lifting and carrying [A01] |   |
|   |   |   |   |   |   |   | *2. Exercise extreme caution when working around electrical lines and equipment [A02] |   |
|   |   |   |   |   |   |   | *3. Maintain a clean and safe work area [A03] |   |
|   |   |   |   |   |   |   | *4. Observe and adhere to safety signs and code (i.e., transmitter area) [A04] |   |
|   |   |   |   |   |   |   | *5. Identify and report potential safety hazards [A05] |   |
|   |   |   |   |   |   |   | *6. Practice ladder and scaffold safety [A06] |   |
|   |   |   |   |   |   |   | *7. Wear required personal protective equipment (i.e. set design, lighting, transmitter area) [A07] |   |
|   |   |   |   |   |   |   | *8. Identify types of fire extinguishers and their uses [A08] |   |
|   |   |   |   |   |   |   | *9. Set up production equipment safely [A09] |   |
|   |   |   |   |   |   |   | *10. Operate production equipment safely [A10] |   |
|   |   |   |   |   |   |   | *11. Move or transport production equipment safely [A11] |   |
|   |   |   |   |   |   |   | *12. Demonstrate safe driving when operating remote vehicles [A12] |   |
|   |   |   |   |   |   |   | Other: |   |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 2. Basic Skills | Notes: |
|---|---|---|---|---|---|---|---|---|
|   |   |   |   |   |   |   | *1. Perform basic academic skills (English, math, science) [B01] |   |
|   |   |   |   |   |   |   | 2. Manage simultaneous job responsibilities [B02] |   |
|   |   |   |   |   |   |   | *3. Communicate effectively [B03] |   |
|   |   |   |   |   |   |   | *4. Interact appropriately with the public (clients and consultants) [B04] |   |
|   |   |   |   |   |   |   | Other: |   |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 3. Basic Electronic/Electricity Skills | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Select proper size and types of cables [C01] | |
| | | | | | | | *2. Use proper types and sizes of cable [C02] | |
| | | | | | | | *3. Identify cable connectors (BNC, RCA, XLR, jacks) [C03] | |
| | | | | | | | *4. Handle cables appropriately [C04] | |
| | | | | | | | *5. Store cables appropriately [C05] | |
| | | | | | | | 6. Explain basic electrical theory (Ohm's law, current voltage, circuit loading) [C06] | |
| | | | | | | | *7. Practice safe electrical procedures [C07] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 4. Computer Operations Skills | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Create files in a variety of computer applications [D01] | |
| | | | | | | | *2. Create and maintain a system backup [D02] | |
| | | | | | | | *3. Manage files in a variety of computer applications [D03] | |
| | | | | | | | *4. Use word processing, email, database, internet, and spreadsheet applications within the radio and television environment [D04] | |
| | | | | | | | *5. Use proper procedures to install software [D05] | |
| | | | | | | | *6. Demonstrate emergency procedures for computer malfunctions [D06] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 5. General Production Techniques | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | 1. Troubleshoot production and equipment problems [E01] | |
| | | | | | | | *2. Operate analog control mechanisms [E02] | |
| | | | | | | | *3. Operate digital control mechanisms [E03] | |
| | | | | | | | 4. Describe the radio/television market and environment [E04] | |
| | | | | | | | 5. Describe different program formats [E05] | |
| | | | | | | | *6. Explain the stages of production [E06] | |
| | | | | | | | 7. Select appropriate digital compression formats [E06] | |
| | | | | | | | 8. Research and write production material (commercials, interviews) [E06] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 6. Production Techniques- Radio | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Use terms associate with radio editing in professional communications [F01] | |
| | | | | | | | *2. Describe functions and uses of equipment associated with radio editing [F02] | |
| | | | | | | | *3. Operate an analog editor [F03] | |
| | | | | | | | *4. Operate a digital editor [F04] | |
| | | | | | | | *5. Operate mixing boards [F05] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 7. Production Techniques- Television | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Use terms associated with television editing in professional communications [G01] | |
| | | | | | | | *2. Identify equipment associated with television editing [G02] | |
| | | | | | | | *3. Log tapes [G03] | |
| | | | | | | | *4. Edit tapes using insert [G04] | |
| | | | | | | | *5. Edit tapes using assembly [G05] | |
| | | | | | | | 6. Edit tapes using AB roll transitions [G06] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 8. General Technical Skills | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Operate a broadcast board [H01] | |
| | | | | | | | 2. Identify options for program sources [H02] | |
| | | | | | | | 3. Solve production problems [H03] | |
| | | | | | | | *4. Demonstrate sequencing as it relates to a program format [H04] | |
| | | | | | | | 5. Describe interruptible feedback (I.F.B.) systems (intercom, PA system) [H05] | |
| | | | | | | | *6. Demonstrate production-specific writing skills (i.e. script format) [H06] | |
| | | | | | | | *7. Maintain appropriate audio levels using VU meter [H07] | |
| | | | | | | | *8. Use correct production terminology [H08] | |
| | | | | | | | *9. Differentiate among microphone types [H09] | |
| | | | | | | | *10. Set up microphones [H10] | |
| | | | | | | | *11. Demonstrate appropriate microphone use [H11] | |
| | | | | | | | *12. Describe the principles of signal flow regarding inputs and outputs [H12] | |
| | | | | | | | 13. Describe satellite base station administration [H13] | |
| | | | | | | | *14. Select different media formats [H14] | |

| | | | | | | | | | Notes: |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | 15. Determine appropriate media format for various productions [H15] | |
| | | | | | | | | 16. Record and playback using various recording devices [H16] | |
| | | | | | | | | 17. Use production hand signals correctly [H17] | |
| | | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 9. Technical Skills –Radio | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Monitor and control radio transmitters [I01] | |
| | | | | | | | *2. Describe a broadcast system as it relates to the radio station [I02] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 10. Technical Skills- Television | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Operate studio camera with appropriate framing, focus, and depth of field [J01] | |
| | | | | | | | *2. Set up EFP/ENG camera with tripod [J02] | |
| | | | | | | | *3. Operate EFP/ENG camera using appropriate framing, focus, and depth of field [J03] | |
| | | | | | | | *4. Calibrate the camera color using white balance procedures [J04] | |
| | | | | | | | *5. Determine appropriate camera shots for various production procedures [J05] | |
| | | | | | | | *6.Demonstrate shot types (i.e., xcu, os, pov, ls) [J06] | |
| | | | | | | | 7. Demonstrate how to use switchers (cut, dissolve, wipe) [J07] | |
| | | | | | | | 8. Compare and contrast lights and hangers [J08] | |
| | | | | | | | 9. Set up cross-key lighting [J09] | |
| | | | | | | | *10. Set up a subject using three-point lighting principles [J10] | |
| | | | | | | | 11. Identify types of filters and describe/explain their uses [J11] | |
| | | | | | | | *12. Determine optimal contrast ratio for TV camera [J12] | |
| | | | | | | | *13. Demonstrate appropriate use of graphics in productions (placement, font, color, size) [J13] | |
| | | | | | | | *14. Operate a studio camera using appropriate camera movement (pan, truck, zoom, tilt, pedestal, arc, dolly) [J14] | |
| | | | | | | | 15. Design sets for various productions [J15] | |
| | | | | | | | *16. Explain different types of Teleprompters [J16] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 11. Remote Operations | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | 1. Explain basic principles of microwave technology (TV and radio) [K01] | |
| | | | | | | | 2. Describe radio satellite downlinks [K02] | |

| | | | | | | | | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | 3. Describe TV satellite uplinks and downlinks [K03] | |
| | | | | | | | 4. Transport and set up microwave (TV and radio) [K04] | |
| | | | | | | | 5. Transport and set up satellite (TV and radio) [K05] | |
| | | | | | | | 6. Transport and set up remote telephone (TV and radio) [K06] | |
| | | | | | | | 7. Explain remote telephone systems (TV and radio) [K07] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 12. Audio & Video Aesthetics | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | 1. Use sound to set mood and influence audience response [L01] | |
| | | | | | | | 2. Use light to set mood and influence audience response (i.e. modeled vs. flat mood) [L02] | |
| | | | | | | | 3. Use color to set mood and influence audience response (i.e. hot vs. cool colors) [L03] | |
| | | | | | | | 4. Use symmetry, asymmetry, graphic mass, color, and/or other design forces that operate within the frame to influence audience response [L04] | |
| | | | | | | | 5. Use the aesthetics of timing and pacing as it relates to production [L05] | |
| | | | | | | | 6. Evaluate how various styles of production might affect audience response (audio & video) [L06] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 13. New Directions in Media | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Explain cable operations [M01] | |
| | | | | | | | *2. Describe ATV (advanced TV and digital) [M02] | |
| | | | | | | | *3. Describe procedures and technologies for multimedia and webcasting [M03] | |
| | | | | | | | *4. Describe direct satellite broadcasting [M04] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 14. Continuity, Traffic, & Business | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Describe the basic business operations of cable, TV, and radio stations [N01] | |
| | | | | | | | *2. Interpret rating shares (Arbitron, Nielson) [N02] | |
| | | | | | | | 3. Describe the flow of programming formatics [N03] | |
| | | | | | | | *4. Read and interpret program logs [N04] | |
| | | | | | | | 5. Conduct market research effectively [N05] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 15. Law & Regulation | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Adhere to state and local laws affecting program content [O01] | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *2. Explain Federal Communications Commission (FCC) regulations regarding operating and broadcasting procedures [O02] | |
| | | | | | | | 3. Maintain an operating log to conform to FCC regulations [O03] | |
| | | | | | | | *4. Follow Occupational Safety and Health (OSHA) workplace laws [O04] | |
| | | | | | | | 5. Explain Federal Aviation (FAA) air traffic safety regulations related to broadcast and equipment [O05] | |
| | | | | | | | 6. Explain First Amendment libel, slander, and defamation issues [O06] | |
| | | | | | | | 7. Explain Environmental Protection Agency (EPA) laws related to broadcasting [O07] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 16. Announcing Skills | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Differentiate among types of announcers [P01] | |
| | | | | | | | *2. Ad lib/perform impromptu speaking as situations arise [P02] | |
| | | | | | | | *3. Use correct grammar [P03] | |
| | | | | | | | *4. Use appropriate annunciation and pronunciation [P04] | |
| | | | | | | | *5. Use appropriate vocal quality (tone, pitch, volume) | |
| | | | | | | | *6. Use appropriate breath control [P06] | |
| | | | | | | | *7. Recognize and appreciate the importance of "on air" presence [PO07] | |
| | | | | | | | Other: | |

| 6 | 5 | 4 | 3 | 2 | 1 | 0 | 17. Leadership | Notes: |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | *1. Demonstrate an understanding of VICA, its structure and activities [Q01] | |
| | | | | | | | *2. Demonstrate an understanding of one's personal values [Q02] | |
| | | | | | | | *3. Perform tasks related to effective personal management skills [Q03] | |
| | | | | | | | *4. Demonstrate interpersonal skills [Q04] | |
| | | | | | | | *5. Demonstrate etiquette and courtesy [Q05] | |
| | | | | | | | *6. Demonstrate effectiveness in oral and written communications [Q05] | |
| | | | | | | | *7. Develop and maintain a code of professional ethics [Q05] | |
| | | | | | | | *8. Maintain a good professional appearance [Q05] | |
| | | | | | | | *9. Perform basic tasks related to securing or terminating employment [Q05] | |
| | | | | | | | *10. Perform basic parliamentary procedures in a group meeting [Q05] | |
| | | | | | | | Other: | |